



NEWCASTLE MBA GOLF CLUB Inc.

AGENDA

Date: 20/8/18

Location: Newcastle Golf Club

Attendees: President – G Sheppard
Captain – Pm Di Prinzi
Secretary – M Connors
Treasurer – L Gray
Golf Coordinator – L Buzai
Committee – P Jones
Committee - E Atchison
Members –

Apologies:

Previous Minutes (AGM 2017)

Proposed:

Seconded:

Accepted:

Committee Nominations:

Nominations to be returned to the Secretary – dmconnors@outlook.com by 5.00pm 13/8/2018

7 Positions available, Nominations called from Members, received

President –
Captain –
Secretary –
Treasurer –
Golf Coordinator –
Committee –
Committee -

Proposed:

Seconded:

Accepted:

Club Patron.

Thank you to Matthew Haines, President of Newcastle MBA, for fulfilling the position of Club Patron.

President Address

The President thanks:

Sponsors:

Airview Aluminium	Ironbark Hill Vineyard
Newcastle MBA	Newcastle MBA Group Training
Maxim Accounting	JMC Building
Bass Floor Company	Peter Drayton Wines
Bells Insulation Specialists	P L Britt Plumbing
Rovert Lighting & Electrical	Hanson Concrete
Weathertex	Wideline Windows and Doors
H L Mullane	Hunter Star Mercedes
Hunter Motor Group	Bliss Tiles & Bathrooms
MGA Insurance Brokers	

Golf Pro Shops:

Waratah	Belmont
Kooindah Waters	Pymble
Horizons	Pacific Dunes
Cypress Lakes	Newcastle
Merewether	Hawks Nest
Shortland Waters	

A thank you to our Sponsors, we are extremely grateful to all of the above who have provided their support for us to be able to run our events, provide golf day prizes and yearly prizes to the high standard we all enjoy. Please keep our valued sponsors in mind when looking for the services they provide.

The fellowship and enjoyment had participating in our monthly events, special events and the National Tournament for the Hornibrook Cup is something we all look forward to, the tournament in October 2017 was held Tasmania. The National Tournament takes a lot of planning and hard work to put together and the Tassie guys certainly did a great job. A big thank you all involved in making it a Tournament for all participates to remember. We look forward to a great week in Brisbane this October.

We have continued this year to discount our daily golf competition fees for all games during the 2018 year. As we are in a strong financial position the decision was made to subsidise the fees giving back to the members. I believe this has been well received by all members.

Our Sydney V Newcastle match this year was contested at Pymble Golf Club where Sydney by some way of creative accounting took home the trophy. Pymble presented in excellent condition and our southern cousins really showed us good time and was a well organised event. The event was subsidised by NMBA Golf Club and was extremely well supported by the members. Hopefully we can get the dates to work in our favour to arrange a similar trip to one of NSW MBA golf day in 2019, if you missed it you missed a great day.

Last but not least thank you to the committee over the last 12 months. Thanks to Ted Atchison, Lou Buzai, Mark Connors, Peter Di Prinzie, Lynn Gray and Phil Jones.

Thank you to all our members for your support and participation in our Golf days over the last 12 months.

Gary Sheppard
President

Captain Report

As 2018 comes to a close I would like to thank our members for their continuing support of our games and events throughout the year, also a special welcome to all the new members who joined us this year. The club is growing each year, which is a great result for Newcastle MBA GC.

I would also like to thank Mark Connors and his sponsorship committee who have once again provided us with sponsorship dollars. Thanks to our sponsors who continue to support our events, without you we would not be in such a strong position offering our monthly games. As members I ask you to support our sponsors in any way possible with giving them your business or providing them referrals.

Our format of shot gun starts is still well received and we are continuing with this format. Newcastle v Sydney event was held in Sydney this year and with the tremendous support of the day it looks like we will continue to host the event back in Sydney.

2017 Hornibrook Cup event was held in Hobart Tasmania, it was a well attended event and congratulations to Tasmania for a well run tournament.

I would also like to thank our committee for all their time and effort given to the club, also to all our members who continually support us year after year, this is what makes us a strong unit.

I will say this again, as a member of NMBA and the NMBA GC I am proud to be associated with such a great organization, the friendship and camaraderie shown is something to be proud of.

Peter Di Prinzio
Captain

Secretary Report

I would like to thank the sponsors and pro shops for their support throughout the year. Please support them at any opportunity.

Committee meetings have been held regularly throughout the year with good attendance.

I would like to thank all the members for their support throughout the year.

A special thank you goes to the committee for their efforts and sacrifice of the time to make the running of the club seamless.

Mark Connors
Secretary

Treasurer Report

The Financial Reports for 2017 – 2018 prepared by the Board have been tabled at the AGM conducted on 20 August 2018 and the Board welcomes any questioning of the documents. The Reports can be viewed on the Club's website.

The Financial Reports were independently reviewed by Club member and Director of Maxim Accounting and Business Advisors, Scott Norrish.

On behalf of the Club, I extend our sincere thanks to Scott and Maxim Accounting and Business Advisors who are also represented by Partner Chris Sneddon. Having worked closely with Scott, I am aware that he and Maxim staff have spent many hours throughout the year and immediately prior to the AGM assuring the accuracy of our reporting.

In the comments following I have attempted to pre-empt questions that members may raise in relation to the Financial Reports, concentrating on the more major items.

PROFIT AND LOSS

Income

Hornibrook Tournament

Members will recall that Newcastle Master Builders Association Golf Club Inc. hosted the Annual Tournament in October of 2016, hence the vast difference in revenue and costs when comparing 2017/2018 figure with those of 2016/ 2017.

Membership Revenue (\$3923)

The membership comparisons at the close of 2017/2018 and the three previous financial years is a follows:

	2014/2015	2015/2016	2016/2017	2017/2018
Life Members	5	5	5	5
Corporate Members	24	21		
Individual Members	45	64	77	91
Total	74	90	82	96

Membership fees run for the calendar year as opposed to the financial year. Accordingly, the membership revenue does not align with the number of members multiplied by the annual fee.

Individual Membership has substantially increased albeit most new members are employed outside of the building industry. The Board would welcome any suggestions on means to increase membership, particularly those with direct involvement with the building industry. We are particularly interested in attracting younger members and trust that the subsidised fee structure currently in place will facilitate an increase in this group of members.

Sponsorship Revenue (\$11,600)

As has been previously reported to the membership, sponsorship continues to prove increasingly difficult to secure. The figures in the Profit and Loss Statement reflect this position (\$11,600 in 2017/2018 v \$20,700 in 2016/2017).

As always, the Board calls on all members to consider their own capacity to provide sponsorship and to contact any Board member with suggestions of potential sponsors.

Cost of Sales

Match Day Costs

Match Day Food & Beverage Costs (\$5,607)

This item accounts for dinners and beverages provided at the Hawks Nest, Shortland Waters and Pymble events. Snacks provided at other venues makes up the remainder of this expenditure item.

Members Draw & Prize Vouchers (\$3,168)

Please see comment on unredeemed vouchers later in this report.

Transport Costs (\$1,791)

This item includes coach transport to and from events at Hawks Nest, Kooindah Waters and Pymble. It is to be noted that the Pymble event was not included in the 2016/2017 financial year.

Operating Expenses

Club Uniform Costs (- \$1,342)

The current years' expenditure covers the cost of one Hornibrook Team polo shirt only and brings to account Stock on Hand (\$1400.00) which includes 9 x Nike Club Polo Shirts @ \$50, 1 x Stencil Hornibrook Team Polo Shirt @ \$50 and 30 x Club Ties @ \$30.

Members have been advised that the Board has resolved to provide all financial members with a new Club Shirt at the substantially subsidised cost of \$20.00. It is essential that financial members advise the Treasurer of their shirt size such that an order can be placed in a timely manner. Should you be uncertain as to your sizing, you are encouraged to visit Frame Promotional Products, 129 Bruncker Road, Adamstown for fitting.

BALANCE SHEET

Assets

Bank

ANZ Cheque Account (Statement Balance \$30,235)

This is the Club's Operating Account. A substantial portion of this balance will soon be transferred to a Fixed Term deposit account

ANZ Online Saver (Statement Balance \$1,407)

Currently invested at a variable rate. This account is held maintaining a minimum balance for use should a particular event arise requiring separation of transactions or should interest rates offered by ANZ become more attractive than other current Fixed Term deposits.

Current Assets

Accounts Receivable (\$2,250)

The majority of this figure is the result of some sponsors not honouring their pledges in a timely manner. Outstanding balances are being pursued.

Newcastle Permanent Term Deposit #.....1402 (\$28,819)

Term deposit maturing 26 March 2019 invested @ 2.5%.

Newcastle Permanent Term Deposit #.....3807 (\$21,695)

Term deposit maturing 26 October 2018 invested @ 2.0%.

Newcastle Permanent Term Deposit #.....4100 (\$52,726)

Term deposit maturing 17 October 2018 invested @ 2%

Liabilities

Current Liabilities

Unclaimed Prize Vouchers (\$2,535)

The Financial Reporting shows a total value of \$2,535 in unredeemed prize vouchers for the financial year. Members are encouraged to redeem their vouchers promptly to avoid expiry.

As in previous years, it is the Board's intent to continue to return funds to the members in the form of increased benefits and subsidies whilst at the same time being mindful of the need to retain sufficient funds to ensure successful conduct of the next Annual MBA Golf Tournament in Newcastle.

Members will note a net profit of \$369.00 for the 2017/2018 financial year which compares with a net profit of \$5,488 for 2016/2017. This result reflects the various actions taken by your Board during the past financial year to maintain the level of the Club's total equity and to provide increased benefits to the members.

Lynn Gray
Treasurer

Golf Coordinator Report

The registration process is working well for each game, and members are encouraged to continue using the website for registration.

This year we introduced new NTP markers and an accuracy drive to replace the Target, and again lack of complaints would indicate that this is working well.

The visit to Pymble GC with our Sydney MBA counterparts proved successful and will be repeated in 2019.

The annual event to Coffs Harbour was cancelled again this year due to lack of interest and the committee are reviewing any future involvement.

Thank you for your cooperation and looking forward to another enjoyable golf year.

Lou Buzai
Golf Coordinator

General Business

Annual Fees

Meeting Closed:

ROLE OF CAPTAIN

In all cases, the “Club” means the Club known as the Newcastle MBA Golf Club Incorporated.

The Captain will be the public face of the club and represent it at most functions, prize giving and other Club occasions.

The Captain is responsible for all matters relating to the actual scheduling and playing of the game of golf, liaising with the Board to produce the programme for each year and for golf etiquette on the course.

The Captain shall act for the President in urgent administrative matters when the President is absent. The Captain shall chair the Club Match Committee.

ANNUAL FIXTURES

Responsibilities include, but are not limited to:

- Liaising with Newcastle District Golf Association to ensure continuing affiliation
- Drafting an annual program of events, structured to accommodate conflicting activities (e.g. sponsor preferences, public and school holidays, RDO's, MBA board meetings, Bi-monthly Board meetings, national and interclub tournaments, MB&E fixtures etc) for deliberation and determination by the Board
- The publication of the approved Annual Program, both as .pdf for distribution to membership (email + online, inclusive of sponsor and venue logos and/or details + live links to the relevant web-sites) and as proofs for the Annual Fixtures Cards (ordinary + corporate) for printing (inclusive of Program Sponsor logo and details)
- Maintenance of the Membership Register in GolfLink Tier One (enter new members, disable retirees) for management of the statutory Member Register and the retrieval of daily handicaps
- Preparation, maintenance and distribution of the scoreboard (electronic) for the recording of the Annual Points Score and Average Stableford competitions (inclusive of sponsor logo and live link)
- Preparation, maintenance and distribution of the seeded draw recording the progressive results of the Annual Singles Knock-out competition (inclusive of sponsor logo and live link)
- Recording of stroke and net results of 2 x Club Championship Rounds and subsequent calculations, eliminations and reporting
- Preparation, maintenance and distribution of the report recording the collective results of the Annual Trophies for presentation on Closing Day (+ online version inclusive of sponsors' logo and live links).

Consider the shaded points being redistributed to the Secretary.

MONTHLY FIXTURES

Responsibilities include, but are not limited to:

- Liaise with each venue to confirm event date, tee off time, starting configuration, green fees, cart hire fees, prize voucher redemption, venue sponsorship of NTP's and catering costs. Seek and record written confirmation

- Advise the Treasurer of the outcomes of cost negotiations to facilitate prompt settlement of venue accounts and preparation of event Costs and Subsidies records
- Research, design, prepare and upload a site specific *Next Event* webpage with Registration Form, event details, running sheet, motorised cart advice and links to the event NOTICE and START SHEET
- Preparation of a venue specific Start Sheet, Registration Sheet and Score Sheet and convey to the Club Treasurer for match day management
- Set up competition in GolfLink Tier One, to determine course selection, slope rating and daily handicaps
- Preparation and distribution of a Notice for each event, minimum 21 days in advance
- Compilation of member registrations into the above sheets, defining member status (ordinary or corporate), daily handicap (updated from GolfLink Tier One), visitor status (reciprocal, sponsor or member), grade (A or B and calculation of equivalent ranges) and mobility status (walking or cart, own or hired). Allow for Singles Knock-out pairings
- Preparation and distribution of a secondary Notice for each event, minimum 14 days in advance, detailing the extant registrants. Publication of a draft draw
- Liaison with the venue to advise probable numbers, novelty hole choices, event hardware deployment, hospitality and or catering (if any), scoreboard display options
- Preparation of a venue specific proforma Results Sheet for use by the MC with event particulars (venue officials, apologies, sponsor and visitor information) and a template for grade and novelty event results and for the recording/identification of prize vouchers
- Preparation and distribution of a third and final Notice for each event, minimum 2 days in advance, with an updated draw and event program
- Liaison with venue to finalise numbers for golf and/or catering, provide names + GolfLink numbers (if required) and rationalise motorised cart bookings. Forward provisional Start Sheet
- Prepare tee signage and result cards for relevant novelty holes + sponsor signage for Hole 1 tee
- Preparation and distribution (on the morning of the event) of a finalised Start Sheet, Registration Sheet, Score Sheet and Results Sheet (both electronic and hardcopy), with daily handicap (updated from GolfLink Tier One) and current Penalty Points for distribution on site to Starter and Scorer. Printout of updated GolfLink Competition for the information of the competitors (especially updated GA and Daily Handicaps)
- Forward the finalised Start Sheet and Registration sheet to the Treasurer
- Prepare, collect, transport and deliver to the venue all event prizes/vouchers.
- Deliver to venue and ensure deployment of tee signage, novelty resultcards and hardware, target &c. by either in-house volunteer or by the Proshop
- Collection from the venue of sponsored prize vouchers. Provide advice of any late changes to the field, catering numbers, &c
- Rationalise the Start Sheet to accommodate late withdrawals or additions to the field
- Prompt the venue professional or his nominee to make an address (local rules, applicable tees, prompt play, scoring requirements, temporary playing conditions &c.) prior to the field setting out. In lieu of the above, deliver same
- Ensure retrieval of tee signage, novelty score cards and hardware, target &c. by either in-house volunteer or by Proshop
- MC the presentation

ROLE OF SECRETARY

In all cases, the "Club" means the Club known as the Newcastle MBA Golf Club Incorporated.

The Secretary is responsible for the documentation and communication of the activities of the Board. The Secretary is the primary administration officer of the Board and provides the links between the Board, members and outside agencies. The Secretary should be a good communicator, maintain confidentiality on relevant matters and have the ability to delegate tasks and supervise others. Amongst the Secretary's tasks are to prepare agendas, prepare and distribute minutes, receive and disseminate correspondence to and from the Club &c., to act as the Public Officer - the link between the Club and the Department of Fair Trading.

STATUTORY DUTIES

Statutory duties are set out in:

The Associations Incorporation Act 2009 (NSW)

~ Constitution of the Newcastle MBA Golf Club Incorporated.

which states that

14.4 The Secretary shall be the Public Officer of the Club.

RECORDS AND ACCOUNTS

An association must keep the following records: The maintenance of these records falls onto the Secretary.

- a register of Board members
- a record of any disclosure of conflict of interest by a Board member
- a record of the association's financial transactions and position
- minutes of the proceedings of committee and general meetings
- a register of members.

REGISTER OF COMMITTEE MEMBERS.

The register of Board members must be kept at the main premises of the association or the association's official address, which must be in NSW.

The register must be made available for inspection, free of charge, by anyone and must contain the following particulars:

- the Board member's name, date of birth and residential address
- the date of appointment to the Board, and date Board member vacates office
- the name of any members of the Board who hold the positions (if any) of President, Vice-President, Secretary or Treasurer
- the date on which those Board members were appointed or elected to those positions and the date the appointment ceased.

FINANCIAL

The Constitution of the Club provides the following:

- 29.2 Proper accounting and other records shall be kept in accordance with the Act. The books of account shall be kept in the care and control of the Secretary.
- 29.5 The Secretary shall cause to be sent to all persons entitled to receive a notice of annual general meeting in accordance with this Constitution, a copy of the statement of accounts the Board's report, the auditor's report and every other document required under the Act.
- 29.7 The custody of all books, documents and securities of the Club shall be held by the Secretary.

In addition:

The Secretary, as Public Officer, must ensure that an Annual Summary of Financial Affairs (Form A12) for the financial year is lodged with the Director-General (Department of Fair Trading) 1 month after the AGM which must be held within 6 months of the end of the financial year unless approval has been granted for an extension of time to hold the AGM. The prescribed fee must be paid at the time of lodgement of the documentation.

The Secretary will keep accurate records of the association's authorised signatories. These records will be kept with the register of committee members. The particulars recorded will include:

- name of the authorised signatory
- position (e.g. public officer, Board member)
- date of appointment and the date appointment ceased
- reason appointment ceased (e.g. ceasing to be committee member, resignation, removal from position of public officer by general meeting)
- reference in minutes for tracking of the relevant appointment or revocation.

MEETINGS

The Secretary will provide appropriate notice and an agenda for all meetings scheduled by the Board. The Secretary will ensure arrangements for meetings are met (booking the room, arranging for equipment and refreshments, organising facilities, ballot papers, supporting documentation &c.

Minutes of meetings:

The Secretary will keep minutes of the proceedings of all committee meetings and general meetings. The minutes should set out a clear, concise and accurate summary of the proceedings of the meeting, and include the following.

- the day, date, time and place of the meeting
- the names of those present and any apologies
- that the chair announced a quorum was present and that the meeting was duly constituted (if this announcement was made)
- a reference to minutes of the previous Board meeting and the signing of them as a correct record
- details of every resolution put to members and whether it was passed with the appropriate majority
- details of persons voting against a motion or abstaining from voting if those persons request that this be recorded
- details of any appointments made, persons elected to office and any leave of absence granted to a member

- overview of discussions concerning decisions made
- the date and time for the next meeting, if this is determined during the meeting
- the time that the meeting closed

Minutes will be made available in a timely manner to the relevant meeting stakeholders.

MATCH DAY

- Receive the scorecards from players upon completion of play. Scrutinise, grade and sort in descending order, apply penalty points and verify winner, runner up and third in each grade and the winning visitor. Scrutinise and verify novelty event winners/runners up. Record raw results (either hard copy, electronic or both), and complete the Results Sheet
- Set up electronic scoreboard/leader board if available, through either venue or N MBA GC hardware as applicable
- Set up presentation, including prize display, voucher recording, ball competition
- Enter competition results into GolfLink Tier One, download report
- Update the electronic Results Sheet, Single Knock-out Sheet, Annual Points and Average Stableford competition master sheet and penalty points record
- Publish Results Sheet, Master Sheet and GolfLink Report online, through an email notice to members, visitors, sponsors, guests and states/regions with a description of the event and relevant newsworthy comment
- Refresh online Annual Fixtures slideshow (home page). Refresh *Next Events* menu item.
-

REGISTER OF MEMBERS

The Constitution of the Club provides the following:

- 8.1 The public officer of the club shall keep and maintain a Register in which is entered:
- (a) the full name and postal or residential address, (and where the member has an e mail address, that address) of each person who is a member of the Club together with the date on which they became a member
 - (b) where that person ceases to be a member, the date on which their membership terminated.

CLUB GOVERNANCE

The Constitution of the Club provides the following:

- 20.2 Requisition by Membership
- (a) The Secretary must convene a special general meeting when five (5%) percent of members submit a requisition in writing.
- 27.5 If the Board expels or suspends a member, the Secretary must, within 7 days after the action is taken, cause written notice to be given to the member of the action taken, of the reasons given by the Board for having taken that action and of the member's right of appeal under this constitution.

RIGHT OF APPEAL OF DISCIPLINED MEMBER

- 28.1 A member may appeal to the association in general meeting against a resolution of the board under 27 within 7 days after notice of the resolution is served on the member, by lodging with the Secretary a notice to that effect.
- 28.3 On receipt of a notice from a member under subclause 28.1 the Secretary must notify the board, which is to convene a general meeting of the Club to be held within 28 days after the date on which the Secretary received the notice.

GENERAL

Communication with the members:

- Notice of deceased members, or of members' (both current and former) immediate family
- Issue Notice of Invitations to external events (e.g. NSW MB & E events, Annual National Tournament (Hornibrook), Coffs Harbour Challenge etc
- Notice of supporting Sponsors' Promotions or events
- Notice of significant changes to the Rules of Golf
- Other developments of interest to the membership.

Correspondence:

- Initiate and manage inwards and outwards correspondence
- Maintain the Club's GolfLink Tier One affiliation/database
- Be the first point of contact for dealing with member, public, visitor, venue, sponsor, and supplier enquiries and requests.

Website:

- Design, maintenance and review of Club website including updating of sponsor publicity as relevant.

27 AUGUST 2016

ROLE OF TREASURER

In all cases, the “Club” means the Club known as the Newcastle MBA Golf Club Incorporated.

The Treasurer is responsible for the financial supervision of the Club to allow the Board to provide good governance of the Club. The Treasurer is the chief financial management officer whose tasks include the preparation of annual budgets, planning for the organisations financial future and monitoring the organisations revenue and expenditure. It is desirable that the Treasurer is well organized and possesses a level of financial expertise.

CLUB MEMBERSHIP

- Maintain a record of all Corporate and Individual members recording date of payment of fees

FINANCIAL MANAGEMENT

- Manage all Bank Accounts
- Manage all Fixed Deposits and report to the Board
- Manage Credit Card Account
- Manage Club Affiliation Fees
- In conjunction with the Club’s Honorary Accountant, prepare a Chart of Accounts
- Annotate each bank and Credit Card Statement clearly nominating details of expenditure
- In conjunction with the Assistant Treasurer, ensure that items of expenditure are correctly allocated in accordance with the chart of accounts
- Prepare and submit Business Activity Statements to the ATO accurately recording the club’s GST related transactions and obligations, at the intervals as determined by the committee.
- At the end of the Financial Year prepare a Treasurer’s Report for tabling at the Annual General Meeting
- Prepare Annual and Event budgets and report to the Board
- Authorise all Accounts Payable
- Record and track all Accounts Receivable and report to the Board on outstanding accounts

MATCH DAY

- Receive Registration List – mark off financial Corporate and Individual members, visitors and sponsors for collection of the appropriate fees
- Receive Start Sheet
- Collect Membership Fees
- Collect Green Fees
- Collect other funds (Uniform sales, event Registration Fees, Dinner fees etc)
- Manage Corporate Card creditsIdentification of and personal welcome to guests with encouragement that they join the club, with Application and fixtures card in hand
- Identification of and personal welcome to guests with encouragement that they join the club
- Manage the Member’s Draw and payment to winner

POST MATCH DAY

- Prepare Reconciliation Sheet for the event recording:
 - Green Fees
 - Individual member
 - Corporate member

- Visitor
- Corporate Credit payments
- Result of Member's Draw
- Details of cheques received
- Invoices to be forwarded
- Details of Direct Deposits
- Totals for Income and Expenditure
- Record cheques and bank funds
- Record all prizes awarded in the Prize Voucher Register
- Record all Corporate and Corporate Credits redeemed at the event
- At the end of each Financial Year reconcile Corporate Fees received against Corporate Credits redeemed and report to the Board/AGM

EVENT FINANCIAL MATTERS

- Maintain a record of event Costs and Subsidies for regular reporting to the Board
- Maintain a record of event sponsorship pledges and receipts for the Annual Program and report status to the Board

PRIZE VOUCHER MANAGEMENT

- At the commencement of each Calendar Year issue all participating clubs with instructions on prize voucher management and redemption process
- Maintain a record of all Prize Vouchers issued and record when and where redeemed
- Reconcile Prize Vouchers at the end of each Financial Year for Statement of Accounts

CLUB UNIFORM

- Reporting through the Board manage all Club uniform selections and purchases
- Maintain a record of Club member sizes
- Maintain a record of uniform items issued

PROVISION OF SERVICES TO THE CLUB

- Prepare Briefs for the purchase of services, call quotations and prepare reports to the Board
- Manage Club Affiliations and payment of fees such as:
 - Newcastle and District Golf Association
 - Weebly
 - Golfink
 - Xero Financial Management and Reporting

MISCELLANEOUS

From time to time prepare documents for consideration by the Board such as:

- Life Membership Guidelines
- Life Membership Application Form

27 AUGUST 2016

Schedule "A" - NOMINATION FOR ELECTION TO COMMITTEE

Rule 15.3(b)

TO BE COMPLETED BY NOMINATOR:

I,
(Name in BLOCK LETTERS)

of
(Residential Address in BLOCK LETTERS)

being a *Full/*Life Member of the Newcastle MBA Golf Club Incorporated,
hereby nominate:

.....
(Name in BLOCK LETTERS)

For the position of:
*President/*Captain/*Secretary/*Treasurer/*Committee member

.....Date:
(Signature of Nominator)

TO BE COMPLETED BY SECONDER:

I,
(Name in BLOCK LETTERS)

of
(Residential Address in BLOCK LETTERS)

being a *Full/*Life Member of the Newcastle MBA Golf Club Incorporated,
hereby second the above nomination.

.....
(Name in BLOCK LETTERS)

.....Date:
(Signature of Seconder)

TO BE COMPLETED BY NOMINEE:

I,
(Name in BLOCK LETTERS)

of
(Residential Address in BLOCK LETTERS)

being a *Full/*Life Member of the Newcastle MBA Golf Club Incorporated,
hereby consent to the above nomination.

.....Date:
(Signature of Nominee)

[* = Delete whichever is NOT applicable]

2017 Annual Report

Newcastle MBA Golf Club Incorporated

Contents

Profit & Loss	3
Balance Sheet	5
Notes to the Financial Statements	6

Profit & Loss

Newcastle MBA Golf Club Incorporated For the 12 months ended 30 June 2017

	Jun-17	Jun-16
Income		
Hornibrook Tournament		
Hornibrook Revenue		
Hornibrook Player Fees Collected	72,473	11,911
Hornibrook Sponsorship Income	13,582	-
Total Hornibrook Revenue	86,054	11,911
Less: Hornibrook Costs		
Less Hornibrook Event Hosting Costs	(93,043)	-
Less Hornibrook Player Registration Costs - Away Events	-	(15,273)
Total Hornibrook Costs	(93,043)	(15,273)
Total Hornibrook Tournament	(6,989)	(3,361)
Match Day Revenue		
Green Fees Collected	16,276	16,073
Total Match Day Revenue	16,276	16,073
Membership Revenue		
Memberships - Corporate	-	9,927
Memberships - Individual	3,136	2,245
Total Membership Revenue	3,136	12,172
Sponsorship Revenue		
Sponsorships - Club	20,700	18,055
Total Sponsorship Revenue	20,700	18,055
Total Income	33,124	42,938
Less Cost of Sales		
Match Day Costs		
Dinner Costs	2,951	8,655
Green Fees Paid	14,312	17,078
Match Day Food and Beverage Costs	1,287	1,447
Members Draw	1,100	400
Prize Vouchers	3,875	4,921
Transport Costs	1,473	1,602
Total Match Day Costs	24,998	34,103
Total Cost of Sales	24,998	34,103
Gross Profit	8,126	8,835
Plus Other Income		
Interest Income	2,731	1,815
Total Other Income	2,731	1,815
Less Operating Expenses		
Bad Debts Written Off	1,100	1,000
Bank Fees	-	1

The accompanying notes form part of these financial statements. These statements should be read in conjunction with the attached compilation report.

Profit & Loss

	Jun-17	Jun-16
Club Uniform Costs	2,026	1,984
Donations	-	909
General Expenses	300	955
Office Expenses	926	-
Postage	27	-
Printing & Stationery	444	1,405
Software Subscriptions	545	550
Total Operating Expenses	5,369	6,804
Net Profit	5,488	3,846

The accompanying notes form part of these financial statements. These statements should be read in conjunction with the attached compilation report.

Balance Sheet

Newcastle MBA Golf Club Incorporated As at 30 June 2017

	30 Jun 2017	30 Jun 2016
Assets		
Bank		
ANZ Cheque Account	32,681	27,469
ANZ Online Saver	1,203	1,142
Total Bank	33,884	28,611
Current Assets		
Accounts Receivable	3,950	4,760
Newcastle Permanent Term Deposit #1402	29,064	28,300
Newcastle Permanent Term Deposit #3807	21,407	20,794
Newcastle Permanent Term Deposit #4100	51,858	50,566
Stock on Hand	-	1,909
Total Current Assets	106,279	106,328
Total Assets	140,163	134,939
Liabilities		
Current Liabilities		
Accounts Payable	-	1,485
GST	924	433
GST Adjustments	-	(355)
Unclaimed Prize Vouchers	3,065	2,690
Total Current Liabilities	3,989	4,253
Total Liabilities	3,989	4,253
Net Assets	136,174	130,687
Equity		
Current Year Earnings	5,488	3,846
Retained Earnings	130,687	126,841
Total Equity	136,174	130,687

The accompanying notes form part of these financial statements. These statements should be read in conjunction with the attached compilation report.

Notes to the Financial Statements

Newcastle MBA Golf Club Incorporated For the year ended 30 June 2017

1. Statement of Significant Policies

The directors' have prepared the financial statements on the basis that the company is a non-reporting entity because there are no users dependent on general purpose financial reports. This financial report is therefore a special purpose financial report that has been prepared in order to meet the needs of members.

The financial report has been prepared in accordance with the significant accounting policies disclosed below which the directors have determined are appropriate to meet the needs of members. Such accounting policies are consistent with the previous period unless stated otherwise.

The financial statements have been prepared on an accruals basis and are based on historical costs unless otherwise stated in the notes. The accounting policies that have been adopted in the preparation of this report are as follows:

1.(a) Income Tax

The income tax expense for the year comprises current income tax expense. The company does not apply deferred tax. Current income tax expense charged to the profit or loss is the tax payable on taxable income calculated using applicable income tax rates enacted, or substantially enacted, as at reporting date. Current tax liabilities are therefore measured at the amounts expected to be paid to the relevant taxation authority.

1.(b) Inventories

Inventories are measured at the lower of cost and net realisable value. Costs are assigned on a first-in, first-out basis and include direct materials, direct labour and an appropriate proportion of variable and fixed overhead expenses.

1.(c) Property, Plant and Equipment

Property, plant and equipment are carried at cost, independent of directors' valuation. All assets, excluding freehold land and buildings, are depreciated over their useful lives to the company.

Increases in the carrying amount arising on revaluation of land and buildings are credited to a revaluation reserve in shareholders' equity. Decreases that offset previous increases of the same asset are charged against fair value reserves directly in equity; all other decreases are charged to the profit and loss. Each year the difference between depreciation based on the revalued carrying amount of the asset charged to the profit and loss and depreciation based on the asset's original cost is transferred from the revaluation reserve to retained earnings.

The carrying amount of plant and equipment is reviewed annually by directors to ensure it is not in excess of the recoverable amount from these assets. The recoverable amount is assessed on the basis of the expected net cash flows that will be received from the asset's employment and subsequent disposal. The expected net cash flows have not been discounted in determining recoverable amounts.

1.(d) Intangibles

Goodwill is recorded at the amount by which the purchase price for a business combination exceeds the fair value attributed to the interest in the net fair value of identifiable assets, liabilities and contingent liabilities acquired at date of acquisition.

Gains and losses on the disposal of a business include the carrying amount of goodwill relating to the business sold.

1.(e) Employee Benefits

Provision is made for the company's liability for employee benefits arising from services rendered by employees to balance date. Employee benefits have been measured at the amounts expected to be paid when the liability is settled, plus related on-costs.

1.(f) Provisions

Provisions are recognised when the company has a legal or constructive obligation, as a result of past events, for which it is probable that an outflow of economic benefits will result and that outflow can be reliably measured.

Provisions recognised represent the best estimate of the amounts required to settle the obligation at reporting date.

The accompanying notes form part of these financial statements. These statements should be read in conjunction with the attached compilation report.

Notes to the Financial Statements

1.(g) Cash and Cash Equivalents

Cash and cash equivalents includes cash on hand, deposits held at call with banks, other short-term highly liquid investments with original maturities of three months or less, and bank overdrafts.

1.(h) Trade Receivables and Other Receivables

Trade receivables and other receivables, including distributions receivable, are recognised at the nominal transaction value without taking into account the time value of money. If required a provision for doubtful has been created.

1.(i) Trade Creditors and Other Payables

Trade creditors and other payables, including bank borrowings and distributions payable, are recognised at the nominal transaction value without taking into account the time value of money.

1.(j) Revenue and Other Income

Revenue is measured at the value of the consideration received or receivable after taking into account any trade discounts and volume rebates allowed. For this purpose, deferred consideration is not discounted to present values when recognising revenue.

Interest revenue is recognised using the effective interest rate method, which, for floating rate financial assets, is the rate inherent in the instrument. Dividend revenue is recognised when the right to receive a dividend has been established.

Revenue recognition relating to the provision of services is determined with reference to the stage of completion of the transaction at reporting date and where outcome of the contract can be estimated reliably. Stage of completion is determined with reference to the services performed to date as a percentage of total anticipated services to be performed. Where the outcome cannot be estimated reliably, revenue is recognised only to the extent that related expenditure is recoverable.

All revenue is stated net of the amount of goods and services tax (GST).

1.(k) Goods and Services Tax

Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Tax Office. In these circumstances the GST is recognised as part of the cost of acquisition of the asset or as part of an item of the expense. Receivables and payables in the balance sheet are shown inclusive of GST.

1.(l) Finance Leases

Leases are classified as finance leases wherever the terms of the lease transfer substantially all the risks and rewards of ownership to the lessee. All other leases are classified as operating leases.

The accompanying notes form part of these financial statements. These statements should be read in conjunction with the attached compilation report.

2018 Annual Report

Newcastle MBA Golf Club Incorporated
30 June 2018

Prepared by Maxim Accounting & Business Advisors

Contents

Profit & Loss	3
Balance Sheet	5
Notes to the Financial Statements	6

Profit & Loss

Newcastle MBA Golf Club Incorporated For the 12 months ended 30 June 2018

	Jun-18	Jun-17
Income		
Club Uniform Revenue		
Club Uniform Sales	45	-
Total Club Uniform Revenue	45	-
Hornibrook Tournament		
Hornibrook Revenue		
Hornibrook Player Fees Collected	13,549	72,473
Hornibrook Sponsorship Income	-	13,582
Total Hornibrook Revenue	13,549	86,054
Less: Hornibrook Costs		
Less Hornibrook Event Hosting Costs	(69)	(93,043)
Less Hornibrook Player Registration Costs - Away Events	(16,409)	-
Total Hornibrook Costs	(16,479)	(93,043)
Total Hornibrook Tournament	(2,930)	(6,989)
Match Day Revenue		
Green Fees Collected	17,105	16,276
Total Match Day Revenue	17,105	16,276
Membership Revenue		
Memberships - Individual	3,923	3,136
Total Membership Revenue	3,923	3,136
Special Event Revenue		
Functions Income	36	-
Total Special Event Revenue	36	-
Sponsorship Revenue		
Sponsorships - Club	11,600	20,700
Total Sponsorship Revenue	11,600	20,700
Total Income	29,779	33,124
Less Cost of Sales		
Match Day Costs		
Green Fees Paid	21,140	14,312
Match Day Food and Beverage Costs	5,607	4,238
Members Draw & Prize Vouchers	3,168	4,975
Transport Costs	1,791	1,473
Total Match Day Costs	31,705	24,998
Total Cost of Sales	31,705	24,998
Gross Profit	(1,926)	8,126
Plus Other Income		
Interest Income	2,110	2,731

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Profit & Loss

	Jun-18	Jun-17
Other Revenue	401	-
Total Other Income	2,512	2,731
Less Operating Expenses		
Bad Debts Written Off	-	1,100
Club Uniform Costs	(1,342)	2,026
General Expenses	-	300
Office Expenses	-	926
Postage	-	27
Printing & Stationery	654	444
Software Subscriptions	905	545
Total Operating Expenses	217	5,369
Net Profit	369	5,488

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Balance Sheet

Newcastle MBA Golf Club Incorporated As at 30 June 2018

	30 Jun 2018	30 Jun 2017
Assets		
Bank		
ANZ Cheque Account	30,235	32,681
ANZ Online Saver	1,407	1,203
Total Bank	31,642	33,884
Current Assets		
Accounts Receivable	2,250	3,950
Newcastle Permanent Term Deposit #1402	29,819	29,064
Newcastle Permanent Term Deposit #3807	21,695	21,407
Newcastle Permanent Term Deposit #4100	52,726	51,858
Stock on Hand	1,400	-
Total Current Assets	107,890	106,279
Total Assets	139,531	140,163
Liabilities		
Current Liabilities		
GST	492	924
GST Adjustments	(39)	-
Unclaimed Prize Vouchers	2,535	3,065
Total Current Liabilities	2,988	3,989
Total Liabilities	2,988	3,989
Net Assets	136,543	136,174
Equity		
Current Year Earnings	369	5,488
Retained Earnings	136,174	130,687
Total Equity	136,543	136,174

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Notes to the Financial Statements

Newcastle MBA Golf Club Incorporated For the year ended 30 June 2018

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